

On-site IELTS testing at your location – we come to you!

Date

IELTS tests on 4 fixed test dates per month – 3 Saturdays and 1 Thursday. See [2010 dates](#).
http://www.ielts.org/test_takers_information/how_do_i_register.aspx

Notice

At least 8 weeks' notice is required before the scheduled on-site test date.

Number

Institutions requesting an on-site test must guarantee a minimum of 12 candidates.

Registration

All candidates complete [online registration](#).
www.ieltsregistration.org

Open or closed

An on-site test can be closed to the host institution group, or open to the general public.

Staff

The local IELTS test center provides all test staff – a test day supervisor, invigilators (proctors) and Speaking examiners.

Schedule

All parts of the test are completed on the same day. The schedule is:

- 09:00 – 09:40 Listening
- 09:45 – 10:45 Reading
- 10:50 – 11:50 Writing
- 12:30 onwards – Speaking (20 mins per test)

Results

Tests are scored at the local IELTS test center, and results are sent directly to each candidate by regular mail 13 calendar days after the test date.

Space

The host institution provides the testing space. If a room rental charge is made, the local IELTS test center incurs this cost.

Morning Space Requirements

- A room or rooms to accommodate all candidates taking a pen and paper test, with 50" of space between each candidate in each direction. Room(s) should be well-lit, quiet, have functioning heating / air-conditioning, and any displayed material containing English words must be covered or removed.
- A lockable room to keep candidates' belongings secure during the test.

Afternoon Space Requirements

- Smaller rooms to accommodate one Speaking examiner and one candidate at the same time. Rooms require a minimum of a table and two chairs.
- A waiting room or area for candidates to wait for their Speaking test.

Costs

The host institution is not charged to hold on-site testing. The \$185 test fee is payable by the candidate directly to the local IELTS test center.

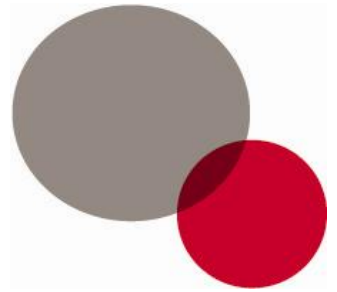
The local IELTS test center may pass on any *additional* charges incurred for on-site testing - such as mileage, per diem, accommodation and room rental - to the candidates.

Host institutions may opt to absorb some or all of these additional charges, however it is most common to pass these charges on to candidates. A typical additional on-site test charge is between \$15 – \$30 per candidate.

Host institutions may also receive some remuneration for hosting an on-site test.

IELTS International

825 Colorado Boulevard, Suite 112
Los Angeles, CA 90041 USA
Telephone: 323 255 2771 Email: ielts@ieltsintl.org



Yes! I want to hold IELTS testing at my location

Your name: _____

Your title: _____

Your institution: _____

Your email: _____

Your telephone number: _____

The best time to reach you: _____

The IELTS test date you would like: _____

The prospective number of candidates: _____

Can you provide suitable test space? _____

Will you charge for test space? _____

Would you like the test session to be closed or open? _____

Will you be testing Academic, General, or both modules? _____

Will you require regular IELTS testing at your location? _____

If so, what are the optimum times of year to hold tests? _____

Is there any other information you would like us to know? _____

Please complete the form and return by email or fax to:

Richard Halstead, Regional Manager – US Test Center Network, IELTS International
rhaldstead@ieltsintl.org Tel: 323 255 2771 Fax: 323 255 1261

This document can also be downloaded from www.ieltsusa.org/assets/files/on-site-testing.pdf

IELTS International
825 Colorado Boulevard, Suite 112
Los Angeles, CA 90041 USA
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